

# **BECOMING A CERTIFIED LEAD ABATEMENT CONTRACTOR FOR THE CITY OF ALLENTOWN**



# REQUIRED LICENSES AND CERTIFICATIONS

**Labor & Industry** states that an “individual or company may not engage in lead-based-paint activities or lead-based paint abatement without the appropriate certification.”

## WHAT DO I NEED?

### Lead Abatement Supervisor License

Any contractor that will use measures to permanently eliminate lead-based paint hazards must have an employee who holds a lead **supervisor** license. Any employees working under the supervisor **must hold** a lead **worker** license. These licenses must be obtained through an accredited agency and the Supervisor **must pass** a third party State exam.

### Lead Abatement Contractor Certification

After completion of the Lead Supervisor's License the company **must apply** to have the company certified by Labor & Industry.

**For more information contact:**

**PA Department of Labor  
& Industry  
Certification, Accreditation &  
Licensing Division  
651 Boas Street, Room 1623  
Harrisburg, PA 17121  
Phone: 717-772-3396  
Fax: 717-705-0196  
Email: [CALBOIS@pa.gov](mailto:CALBOIS@pa.gov)**

**[WWW.dli.pa.gov](http://WWW.dli.pa.gov)**

### **LABOR & INDUSTRY FEE SCHEDULE LEAD CERTIFICATIONS**

CERTIFICATION		FEE
Company Application		\$518.15
Occupation Certification Application		
Worker License:		
	Less than 6 months	\$31.09
	6 months or more	\$62.18
Supervisor License:		
	Less than 6 months	\$60.11
	6 months or more	\$120.21
Third Party Exam		\$51.82

**EPA's** Lead Renovation, Repair and Painting Rule (RRP Rule) “requires that firms performing renovation, repair, and painting projects that disturb lead-based paint in homes, child care facilities and pre-schools built before 1978 have their firm certified by EPA , use certified renovators who are trained by EPA-approved training providers and follow lead-safe work practices.”

## **WHAT DO I NEED?**

### **RRP Certification**

Any contractor that will conduct work that may disturb lead-based paint must have completed training to become a certified renovator. All employees involved in the renovation activities must also either be certified or trained on the job by a certified renovator.

### **Renovation Firm Certification**

After an individual from a construction company obtains their renovator’s certification, (RRP Certification), the company must register to obtain a Renovation Firm Certification.

**For more information  
contact:**

#### **Regional Contact:**

**Kyle Chelius**  
[chelius.kyle@epa.gov](mailto:chelius.kyle@epa.gov)  
 U.S. EPA Region 3  
 (3LC61)  
 1650 Arch St.  
 Philadelphia, PA 19103-2029  
 (215) 814-3178

**WWW.EPA.GOV**

Fee Schedule		
Description	Fee	
Replacement Certificate	\$15	
Renovation Firm Certification	Certification	Recertification
Firm	\$300	\$300

# LOCAL LEAD TRAINING PROVIDERS

## CITY OF BETHLEHEM

10 EAST CHURCH STREET BETHLEHEM, PA  
JESSICA LUCAS  
(610) 865-7083

## COCCIARDI & ASSOCIATES

4 KACEY COURT MECHANICSBURG, PA  
JOSEPH COCCIARDI  
(717) 766-4500

## COMMUNITY COLLEGE OF ALLEGHENY COUNTY WEST HILLS CAMPUS

1000 MCKEE ROAD OAKDALE, PA  
NORMAN KOEHLER  
(412) 788-7382

## CRITERION LABORATORIES INC

400 STREET ROAD BENSALEM, PA  
JIM WELTZ  
(215) 244-1300

## GST CO.

357 NORTHGATE DRIVE WARRENDALE, PA  
NICK STANFORD  
(724) 831-9724

## ABORERS DISTRICT COUNCIL EDUCATION AND TRAINING FUND

500 EAST LINCOLN HIGHWAY EXTON, PA  
ROSCOE GREEN  
(610) 524-0404

## LABORERS DISTRICT COUNCIL OF EASTERN PENNSYLVANIA

6740 ALLENTOWN BLVD STE 2 HARRISBURG, PA  
JAMES WETHINGTON  
(717) 671-9878

## PROFESSIONAL TRAINING ASSOCIATES

46 S LINDEN ST STE C STORES DUQUESNE, PA  
GREG ASHMAN  
(412) 460-0266

## Zack's Academy

### (RRP ONLY)

Various Locations  
(954-400-0595

# INSURANCE REQUIREMENTS

**Workers' Compensation** including Occupational Disease

and Employer's Liability Insurance.

A. Statutory - Amounts and coverage as required by Pennsylvania Workmen's

Compensation and Occupational Disease Laws.

B. Employer's Liability - Bodily injury by:

- Accident \$100,000 each
- Disease \$500,000 minimum policy limit
- Disease \$100,000 each employee

**Liability**- The Vendor shall maintain a commercial general liability insurance policy, using an occurrence form of coverage.

The required coverage forms are:

- a. Comprehensive
- b. Premises – Operation
- c. Products/Completed Operations
- d. Contractual Insurance
- e. Independent Contractor
- f. Explosion, Collapse and Underground Hazard

General Liability policy shall have a minimum limit of liability of \$1,000,000 per occurrence.

**Pollution insurance**, the policy must covers lead up to \$1,000,000. (Recommended)

**Automobile liability coverage** with minimum combined single limits of \$1,000,000 per occurrence. This insurance shall include bodily injury and property damage for the following coverage:

- a. Owned;
- b. Non-owned; and
- c. Hired vehicles.

**Excess or Umbrella Liability Insurance**- total minimum coverage limits of \$2,000,000 per occurrence. The additional limits above the General Liability and Automobile Liability policies (required above) may be provided by Excess and/or Umbrella Liability policies.

## REGISTRATIONS AND OTHER LICENSES

The following registrations and licenses are required to do work with grant funded programs.

### CITY OF ALLENTOWN BUSINESS LICENSE

<https://www.allentownpa.gov/Portals/0/files/Finance/Audit/INCityBusinessApp2016.pdf>

The form must be mailed or dropped off in person. Payment must be in the form of a check made payable to the City of Allentown.

**Fee: \$35.00**

Mail the questionnaire to:

**City of Allentown**

Bureau of Revenue & Audit

435 Hamilton Street Room 215

Allentown, PA 18101-1699

### HOME IMPROVEMENT CONTRACTOR REGISTRATION

Apply online to receive your PA-HIC certification with the Attorney Generals office at:

<https://hic.attorneygeneral.gov/login.aspx>

**Fee: \$50.00**

Contractors may submit a completed PDF application with payment and mail it to:

Pennsylvania Office of Attorney General

Bureau of Consumer Protection

15th Floor, Strawberry Square

Harrisburg, PA 17120

*ATTN : Home Improvement Contractor Registration*

## **EMPLOYER IDENTIFICATION NUMBER (EIN)**

Apply online to the IRS to obtain an EIN number visit

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

## **DUN & BRADSTREET'S– DATE UNIVERSAL NUMBERING SYSTEM (DUNS)**

To request the DUNS number by phone: 1-(866) 705-5711.

To Apply online visit:

<https://www.dnb.com/duns-number.html>

## **SYSTEM FOR AWARD MANAGEMENT- (SAM)**

To apply for the SAM registration please visit:

<https://www.sam.gov/portal/SAM>

## **CITY OF ALLENTOWN– VENDOR REGISTRATION**

Once you have all required licenses, registrations and insurance (see checklist on back) you are now ready to register as a vendor. Once you are a registered vendor, you can search the RFQ's for Lead Abatement Contractors and submit a copy of required documents.

To become a registered vendor with the City the vendor must be registered with Public Purchase ([www.Publicpurchase.com](http://www.Publicpurchase.com)). Public Purchase is a free eProcurement site that automatically notifies the vendors of new Bids, RFP'S and RFQ's. Registering is a two step process, first register with the website. Second register with the agency. When the registration process is complete the account will be reviewed and activated, this can take up to 24 hours.

<https://www.allentownpa.gov/Finance/Purchasing/Vendors>

## Required Document Checklist

Lead Supervisor License	<input type="checkbox"/>
Lead worker licenses for all staff	<input type="checkbox"/>
Lead Contractor Firm Certification	<input type="checkbox"/>
RRP Certification for staff	<input type="checkbox"/>
Renovator Firm/Company Certification	<input type="checkbox"/>
Required Insurance Coverage	<input type="checkbox"/>
City of Allentown Business License	<input type="checkbox"/>
Home Improvement Contractor Registration	<input type="checkbox"/>
EIN Number	<input type="checkbox"/>
DUNS Number	<input type="checkbox"/>
SAM Registration	<input type="checkbox"/>
City of Allentown Vendor Registration	<input type="checkbox"/>

For Additional Information contact:

Heidi Westerman

Community Housing Manager

610-439-5997

[Heidi.Westerman@allentownpa.gov](mailto:Heidi.Westerman@allentownpa.gov)